



## **April 16, 2008 – Summary Meeting Minutes**

### **Call to Order/Introductions:**

The Maricopa County Local Emergency Planning Committee (MCLEPC) conducted a regularly scheduled meeting on Wednesday, February 20, 2008. This meeting was held at the Flood Control District of Maricopa County located at 2801 W. Durango St, Phoenix, 85009. With a quorum being present, Chairman Hal Rosen called the meeting to order at 2:00 p.m. All guests and members were instructed to introduce themselves.

### **Members/Designees Present:**

Tom Abbott	City of Tempe Fire Dept
Steve Brittle	Don't Waste Arizona
Gil Damiani	City of Mesa Fire Dept
Justin Dutmers	Honeywell Electronic Chemicals LLC
Chris Haupt	DPC Enterprises, L.P.
Ron Jamison	City of Phoenix Fire Dept
Alan Jensen	City of Tempe Fire Dept
Warren Leek	Maricopa County Dept of Emergency Management
Susan Nicholas	Maricopa County Dept of Public Health
John Power	Maricopa County Environmental Services
Hal Rosen	Envirosure Solutions, LLC
Ed Knight (for Gary Smith)	KTAR
Michael Trapasso	Univar USA, Inc.

### **Members Absent:**

Sheriff Joe Arpaio	Maricopa County Sheriff's Office
Cloves Campbell, Jr.	Arizona House of Representatives
Craig Blum	Maricopa County Dept of Transportation
Michael Fusco	City of Peoria Safety Office
Rob Gunter	City of Glendale Homeland Security
David Jones	City of Scottsdale Emergency Management
Greta Rogers	Citizen at Large
MaryAlice Witzel	Banner Good Samaritan Medical Center

### **LEPC Support Staff:**

Cristina Herrera, Executive Director	Maricopa County Dept of Emergency Management
Alaesha James, Recording Secretary	Maricopa County Dept of Emergency Management

**Guests:**

Kristen Ortiz  
Michael Rednour  
Craig Frieman  
Brian Harrell  
Ken Woullet  
Paul DiCiccio  
Tony Enos  
Mary Benson  
Donald Bates  
Carl Johnson  
Dewey Horton  
Kelvin Bartee  
Jamie Johnson  
Bernie Friar  
Dan Waldron  
Cliff Puckett  
Travis Qualls  
Dale Peterson  
Glenn Jones  
Steven Fraser  
Wayne Leopold  
Steve Egge  
Ed Knight  
Gayle Dowdy  
Dan Roe  
Mark Howard  
Bob Hansen  
Michael Cole  
Frank Pidgeon  
John Murdaugh  
William E. Beebe  
Jeff Fasbro  
Stephen Scheufler  
Donn Schlote  
Richard Jimenez  
Dhireh Mody  
Robert Breakiron

Maricopa County Department of Safety  
Southwest Storage and Distribution  
U.S. Dept of Homeland Security  
U.S. Dept of Homeland Security  
Konfara Company  
Palo Verde Nuclear Generating Station  
Gila River Sand and Gravel  
Sonora Quest Labs  
Shamrock Foods Company  
Buckeye Police and Fire  
Buckeye Police and Fire  
City of Phoenix Fire Department  
Canyon Corridor/Seville  
Arcadis  
Jacobson Warehouse  
Salt River Indian Community  
Arizona Department of Transportation  
Dewberry and Davis LLC  
City of Peoria  
Supervalv Logistics Phoenix  
Gila County LEPC  
J&D Excavators  
KTAR Radio  
Cox Communications  
Arizona Emergency Response Commission  
Arizona Emergency Response Commission  
Tolleson Fire Department  
Paradise Valley Police Department  
Alameda Chemical Scientific  
RETA  
Metal Management  
Neltec Inc.  
ASU  
Refrigeration Systems  
Applied Sciences, Inc.  
ERS Inc.  
Triumph Precision Castings

**Review/Approve February 2008 Summary Minutes:**

Chairman Rosen called for a motion to accept the February 2008 minutes as written. Mr. Chris Haupt requested to amend the minutes to reflect his attendance at the February 2008 meeting.

**MOTION:** Acceptance of February 2008 minutes as amended.

**BY:** Alan Jensen

**SECONDED BY:** Warren Leek

**RESULT:** Motion approved unanimously

**Executive Director's Report:**

Ms. Cristina Herrera reported that for 2007 there were 1,973 Tier Two [Chemical and Inventory Report] filings. She further stated that 811 filings were facilities containing an extremely hazardous substance. She also reported there were 50 submittals filed as exempt. No action required.

Ms. Herrera reported that for 2007 the Arizona Department of Emergency Management provided 5 training sessions for first responders for a total of 100 students trained in hazardous materials response. No action required.

Ms. Herrera reported that for 2007 there were 42 hazardous materials spills/releases. She indicated they were 4 Ammonia spills with one below the reporting quantity; 1 - Sulfuric Acid; 1 - Sodium Hypochlorite; 19 - Fuels and Oil, and the remaining 18 spills were in other category. No action required.

Ms. Herrera reported that the 2008 Emergency Response Guidebooks which is a guidebook for first responders and transporters to help them quickly identify hazardous materials in an event of a release. She stated that the Arizona Emergency Response Commission expects them by mid May 2008 for delivery. Ms. Herrera stated that Maricopa County requested 15,000 books and to date there is no number on how many Maricopa County will receive. No action required.

Ms. Herrera stated that the Environmental Protection Agency is requesting for the LEPC to complete a survey due by 4/23/08. Ms. Herrera put together the response for the survey in consultation with Chairman Hal Rosen, Vice-Chair Ron Jamison, and Past Chair Michael Fusco as the principal officers. She requested approval by the Committee to submit the survey to EPA. The committee then reviewed each question and response. Chairman Rosen asked for a motion to accept the completed survey.

**MOTION:** Acceptance of EPA survey with LEPC responses as amended.

**BY:** Steve Brittle

**SECONDED BY:** Warren Leek

**RESULT:** Motion approved unanimously

**Subcommittee Reports:****Planning Subcommittee:**

Mr. Brittle reported the Planning Subcommittee did not meet.

**Membership Subcommittee:**

None as Mr. Timothy Newbill, chair of the Membership Subcommittee, was not in attendance.

**Rules Subcommittee:**

None as Mr. David Jones, chair of the Rules Subcommittee, was not in attendance.

**Grants Subcommittee:**

Ms. Herrera reported the Grants Subcommittee did not meet.

**Education Subcommittee (Gil Damiani):**

Mr. Gil Damiani reported the Education Subcommittee did not meet. He stated that he attended a preliminary meeting in preparation for the upcoming Ammonia Safety Day.

**Discussion of Policy Recommendations and Electronic Reporting of Facility Data:**

Chairman Rosen noted that this item is a continuance of discussion from the February 2008 meeting. He made a recommendation to allow the presentation from Brian Harrell from U.S. Department of Homeland Security to take place first. There were no objections.

**Presentation by Brian Harrell, U.S. Department of Homeland Security regarding the Chemical Facility Anti-Terrorism Standard:**

Mr. Brian Harrell provided an informative slide presentation to the committee regarding the Chemical Facility Anti-Terrorism Standard program. After the presentation, Mr. Harrell answered questions from several members and guests.

**Continue Discussion of Policy Recommendations and Electronic Reporting of Facility Data:**

Chairman Rosen stated he has spoken with Ron Jamison, Dan Roe and Al Jensen regarding the software programs they use in regards to electronic reporting.

Mr. Steve Brittle stated that he suggested the Unidocs program because it is free and will soon be used as the standard electronic reporting program in the state of California. Mr. Brittle stated he is in support of Unidocs and suggested that the Maricopa County LEPC support the use of this program as well. Mr. Brittle also asked the LEPC to suggest the use of Unidocs to the public and businesses.

Chairman Rosen asked Mr. Al Jensen to report on the electronic reporting program used in the City of Tempe. Mr. Jensen stated the City of Tempe uses a software program called Encompsol, which is a secured web based electronic reporting program. Mr. Jensen stated that Encompsol does have many of the same features as Unidocs although many companies who use it are satisfied with the software. Mr. Jensen stated that there is a \$500 annual user fee for the software. Mr. Jensen informed the committee that the cities of Chandler, Mesa, and Tempe all use Encompsol.

Mr. Kelvin Bartee, Phoenix Fire Department, and member of the Arizona Chemical Fire Response Task Force stated that the Task Force is researching and reviewing Unidocs, as well as other systems. He stated that the task force meets monthly and will come to an agreement on which electronic reporting system will be recommended to use in the future.

Ms. Cristina Herrera suggested bringing this discussion item back after the Arizona Chemical Fire Response Task Force decides on what program will be used.

Mr. Dan Roe, Arizona State Emergency Response Commission, stated that if the LEPC has a uniform choice on which electronic reporting system they would like to see used or looked into, then the LEPC should make this recommendation to the Arizona Chemical Fire Response Task Force.

Vice-Chairman Ron Jamison asked Mr. Kelvin Bartee, Arizona Chemical Fire Response Task Force member to report to the LEPC regularly regarding their findings on electronic reporting programs. Mr. Bartee agreed.

**Good of the Order/Announcements:**

Mr. Steve Brittle stated he is going to conduct an audit at an RMP facility and will have a report for the July meeting.

**Call to Public/Public Comments on Plan:**

Mr. William Beebe, Sims Metal Management, expressed his desire to become a member of the LEPC. He stated he manages the Environmental Health and Safety Division for Sims Metal Management. Also stated that his function at Sims Metal Management is to make sure the company has a coordinated health and safety effort for the Western, North, and Northwest Region of the United States. Mr. Beebe's application will be forwarded to Mr. Tim Newbill, Membership Subcommittee Chair for further consideration.

**Adjournment and Next Meeting**

Chairman Mr. Hal Rosen announced the next LEPC meeting will be at 2:00 p.m. on Wednesday, July 9, 2008 in Scottsdale at the Scottsdale Baseball Stadium.

**MOTION:** Move to adjourn the meeting.

**BY:** Steve Brittle

**SECONDED BY:** Tom Abbott

**RESULT:** Motion approved unanimously

Respectfully submitted by: Cristina Herrera, Executive Director

**MINUTES APPROVED ON 7/09/08 BY COMMITTEE**

Note 1: These minutes are considered DRAFT until approved at the next formal meeting.

Note 2: Meetings are open to the public and posted according to the Open Meeting Law.

Note 3: Members of the public have an opportunity to address the Committee under the *Call to the Public*.

Note 4: Members of the public have an opportunity to review the Hazardous Materials Response Plan and provide comments.

Note 5: Agenda items may be taken out of order.